



## **Kellogg-Marsh Elementary School**

### **Parent Hybrid Information**

#### **Principal Message:**

Welcome back to school! We are so excited that your child will be returning to school. Included in this document is some important information to prepare you and your child for returning to school. By following these guidelines and procedures, you will be partnering with us to ensure the safety of everyone. Please make sure that you read all of the information included and please let us know if you have any questions or concerns. Thank you so much for your support and patience as we make this transition.

Mrs. Nelson

#### **Purpose Statement:**

The purpose of this document is to have a detailed guide for reopening school. It will be used as a centerpiece for professional development and as a resource document for health and safety protocols. All staff will be trained in this document, all families will receive a parent version of this document, and all students returning to campus will receive specific instruction based on the elements outlined in this document.

This is intended to be a living document and will be revised as necessary throughout our re-opening effort.

#### **Emergency Contact Information:**

The importance of current telephone numbers for parents/guardians cannot be overemphasized. It is important that the school have an accurate primary phone number, updated work number(s), cell number(s) and reliable alternate phone number(s) of a person who could pick up your child or respond to an emergency on record throughout the school year in case of an emergency. Please notify the school of any change of address and/or telephone number(s) so that we have the most current information available. These are the numbers that will also be used for school emergency messages.

#### **Attendance Notification:**

Parents/Guardians must notify the school as soon as possible when your child is absent. When calling, provide the reason for the absence. The Kellogg-Marsh absence line is 360-965-1901

## **Tardies (Arriving late or leaving early):**

During hybrid, punctuality is especially important. Parents arriving late will remain, with the student, in your vehicle. Please call 360-965-1900. A staff member will come out, provide a temperature check, confirm that the attestation form has been completed, and escort your child to class.

Parents picking students up during the school day will remain in the car. Please call 360-965-1900. A staff member will bring your student out to the car, check your ID, and release the student to you.

Parents will be contacted if the child has excessive tardies or early dismissals to determine a solution.

## **Toys**

Personal toys from home will not be allowed on campus during this time.

## **Supplies**

All supplies needed will be provided by the school. No supplies will be allowed from home.

## **Water Bottles**

Students may bring a water bottle daily to school.

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## ***Monday- Thursday On-Campus Schedule***

### **AM Students**

8:20-8:30 arrival and temperature checks (students may NOT exit vehicles)

8:30: school begins, parents may release students from cars

8:45-10:45- Classroom Instructions including 10 minute mask breaks for each class

10:45: dismissal process begins

### **PM Students**

12:50- 1:00 arrival and temperature checks (students may NOT exit vehicles)

1:00- school begins, parents may release students from cars

1:15 to 3:10- Classroom Instructions including 10 minute mask breaks for each class

3:15: dismissal process begins

## **Monday-Thursday At-Home Learning Schedule**

### **Morning Teacher Check In:**

- Students attending afternoon in-school session will complete on-line work in the morning between 8:30-11:00
- Classroom teachers will use Google Classroom to provide work assignments
- There will be a designated PE, Music, Library, and Computer time and small group time (if your student is receiving additional academic support)

## Afternoon At-Home Learning:

- Students attending morning in-school session will complete on-line work in the afternoon between 1:00-3:30
- Classroom teachers will use Google Classroom to provide your student with work assignments
- There will be a designated PE, Music, Library, and Computer time and small group time (if your student is receiving additional academic support)

## Friday Schedule: All Remote for All K-5 Students

- 8:30-9:00 Morning Check In with Classroom Teachers- All K-5 Students
  - Attendance
  - Daily Assignment Review
  - Individual teacher schedules
- 9:00-3:30 Students complete lesson assignments based on teacher's directions

## Hybrid Safety Procedures/Plan

### Weekly Attestation Procedures

- Families are required to complete the on-line weekly attestation form **by 7:30 a.m. once a week, on the first day of school**. Complete forms on the day of school only (those completed the day before the school day will not get recorded and forms completed after 7:30 a.m. will not get recorded)
- Car rider supervision staff will check the report and provide parents who have not completed the form with paper copy.
- Parents will be given a monthly calendar to use on arrival each day as they check in with staff. Staff will stamp the calendar to confirm the weekly attestation check has been done and the daily verbal checks for COVID symptoms were completed
- There will be a designated area for car riders, walkers, and bus riders to confirm weekly attestations and daily checks for COVID symptoms.

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docs.google.com/forms/dj/

### Student Health Screening & Attestation

This health screening each day by 7:30 am before they attend school for in-person instruction or visit a school campus. Please check your child's temperature, complete the form below, and if you answer yes to any of the questions, keep your child home from school and notify the health room at your school. Please bookmark this site for easy access for the foreseeable future.

\* Required

Email address \*

bur\_email



QR Code for Attestation

Photos	Car Rider Drop-Off Procedures
<p>Click here for a demonstration video of the <a href="#">car rider drop off and pick up procedures and walkthrough (Youtube)</a>.</p> <p>Click here to view the <a href="#">School Traffic Map</a> showing the direction of traffic and procedures for drivers when dropping off and picking up students.</p>	<p><b>Before the first day of school, February 17th</b></p> <p>Parents are encouraged to review the car rider drop off and pick up video explaining the drop off procedures and showing the flow of traffic on the detailed school map. The map details the following:</p> <p style="text-align: center;"><b>Traffic Flow</b></p> <ul style="list-style-type: none"> <li>● 5 mile per hour speed limit</li> <li>● Cars will enter school grounds from 67th and take the first left. Follow the signs and adult directions to the Attestation Station located in the back parking lot</li> <li>● After completing attestation, continue following signs toward either Lane 1 on the left (K-2 parents) or Lane 2 on the right (3-5 parents). The lanes will be clearly marked</li> <li>● Drivers look for staff helping with directions and posted signage</li> </ul> <p style="text-align: center;"><b>Driver Protocols</b></p> <ul style="list-style-type: none"> <li>● Drivers place your student placard visibility on your dashboard</li> </ul>

Car Rider Pick-Up Procedures
<ul style="list-style-type: none"> <li>● Parents enter school grounds from 67th and follow signage and adult directions to get to the student pick up zone</li> <li>● Parents remain in their vehicles once in the pick up zone</li> <li>● KM staff will look for the student placard on the dashboard of the car to identify which student needs to be released from class</li> <li>● Supervision staff will escort the student to the family vehicle</li> <li>● Supervision staff will match the placard on the dash of the car with the student ID fastened to his/her backpack before releasing the student into the car (K/1 students only)</li> <li>● Supervision staff or roving staff will direct traffic as needed</li> <li>● Students will keep masks on until they enter their vehicle</li> <li>● Parents are asked to keep masks on until the vehicle doors are closed</li> </ul>

Procedures for Walkers
<p style="text-align: center;"><b>Before/After School</b></p> <ul style="list-style-type: none"> <li>● Parents walking students to school will wait with their student at the front bike rack</li> <li>● A staff member will come to you and your student to verify attestation, daily check in for COVID symptoms, and temperature check</li> <li>● Parents will wait for students at the end of the day at the bike rack.</li> </ul>

## **Student Bus Protocols**

**(If you have concerns, please contact Transportation at 360-965-0300)**

### **Before Leaving Home**

- Parents complete attestation forms by 7:30 each Monday or the first day of the school week.

### **Daily On the Bus**

- Students will load on busses from back to front and sit, socially distanced, in an assigned seat.
- Siblings will be seated together.
- No eating or drinking or open containers on the bus.
- Water bottles may be carried onto the bus but may not be opened.
- Several windows throughout the bus will be open to improve air flow. Dress warm.
- Bus drivers will wear masks at all times.
- Students must wear face masks on the bus at all times.
- Bus drivers will replace or provide a mask for students who lose or forget.
- The bus will be disinfected between all student groups.
- Upon arrival, one student at a time will exit the bus.

### **Daily Arrival Temperature Checks**

- Students will wait in seats until directed by an adult to walk through the aisle socially distanced, 6-feet apart
- Students stop on the last step for a temperature check before stepping off
- Cleared students will wait outside in a designated waiting area, socially distanced as needed and then will be escorted or supervised as they walk, socially distanced, along designated routes, to their classrooms.

### **Bus Driver and Attendant PPE**

- Face coverings must be worn while in any district building . Drivers are required to wear at least a 2 ply face covering to enter district buildings and property. Staff are allowed brief mask breaks. Brief mask breaks are defined as being alone, outside or in an office or bus by themselves. If the driver is approached by anyone they will immediately put their mask back on. The brief mask break is now over.
- Face shields will be worn whenever a passenger is not wearing a mask, loading a wheelchair, and/or within 3 feet of the passenger for more than 10 minutes. Some drivers may wear a face shield while loading students but this is not required.
- Disposable gloves may be worn but are not mandatory. Drivers will wash their hands thoroughly and frequently and avoid touching their face.
- Hand sanitizer can be kept on the bus in the quantities allowable by WSP (16oz) Driver can offer hand sanitizer to the student but the student is not required to use it.
- Driver has access to disposable gowns if the driver wants that level of protection.
- Drivers have been trained in the proper use of PPE and sanitation.

### Bus Cleaning

- School buses will be sanitized and disinfected each time they return to the bus garage.
- Cleaning in between groups of students will be done at schools or layover points. This will include wipe down of touch points. (handrail and seatbacks etc...) Cleaning wipes have been provided to the drivers for this purpose.
- Drivers will be required to spray (mist) the entire bus including the front and backs of each seat back, the seat benches, frequently touched surfaces, and the driver compartment.
  - Drivers will wipe down using a cleaner before students are transported on the bus. This may require drivers to switch buses until that bus can be wiped down.
  - Frequently touched surfaces, such as handrails, will be cleaned as much as practical.
  - District approved disinfectant solution will be available in spray bottles at the bus garage for use by drivers. PPE is required for the safe handling of this product.
  - Disinfectant will be used on the bus in loading zones and every time the bus returns to the bus garage.

## School-Day Safety Protocols

### Student Breakfast/Lunch

- Free breakfast/lunch will be provided to all students unless a parent requests otherwise
- Breakfast and lunch will be delivered to classes before the students' designated mask break
- Student breakfast/lunch will be made available to students during their 10 minute mask break
- Dietary and cultural needs are being accounted for; please talk to your child's classroom teacher to make arrangements
- Students may take any all remaining breakfast/lunch items to eat at home

### General

- Buildings will be stocked with PPE (*descriptors and photos are included at the bottom of this document*) such as masks for adults and children (*face shields as necessary*), hand sanitizer, disposable gloves, gowns, and disinfectant sprays/wipes.
- 6-foot physical distancing is the goal at all times. We recognize there may be times when students or staff are closer for brief periods of time (*i.e. bus dismissal, hallways, exit/entry of doorways*).
- [Marysville School District COVID policy and procedures](#) will be used at all times for the purposes of communicating with the district, staff, and community regarding COVID cases and determining close contacts.
- Masks will be worn at all times around campus
- Students will be managed in cohorts (*classroom/grade levels*).
- Air ventilation/circulation and air filter upgrades have been implemented.
- School visitors may come to campus for a **pre-arranged** meeting before or after school hours. No volunteers on campus at this time.
- All questions about health/safety protocols can be directed to Principal Nelson and/or the school nurse.

## Mask Procedures

- Students will remain masked indoors at all times and travel masked on campus
- Students may only remove masks, for a brief break if they choose, in the designated area, during the 10-minute break. Students may choose to eat a snack at that time.
- Students will remain properly distanced while taking a mask break; minimum 6-feet
- Masks will be placed on wrist, pulled down under chin, placed in pocket, or hung on ear
- If a student loses, soils, damages, or does not arrive with a mask Kellogg-Marsh will supply a disposable or cloth mask.
- Masks must conform with district policy for appropriate attire (i.e. no graphic, violent, inappropriate, alcohol/drug related images/words)

## Classroom Safety Procedures

### Materials, Social Distancing, and Cleaning

- Desks are spaced 6 feet apart with students facing the same direction when possible
- Tables can be used if divided by clear dividers
- Unnecessary furniture and soft/porous materials have been removed from classrooms
- Desks will be cleaned daily by custodial staff after students leave the classroom.
- Classroom will be provided with nontoxic, vegetable-based hand and surface wipes and hand sanitizer dispensers
- Student backpacks will be placed on the backs of their chairs
- Supplies will be provided by the school for each student's individual use
- Students will stay in their classrooms when not on mask break or using the restroom
- Staff will be within 6-feet of students during the day to provide instructional support, using additional protective face shields when in closer proximity than 6 ft to a student(s)
- Classroom sinks will be used for student handwashing throughout the day limiting one student at a time.
- Students will wash hands, or use hand sanitizer, whenever they return to their classroom (*including school arrival, bathroom use, after mask break*), or as directed by the teacher.
- Materials in classroom will be distributed by the teacher, wearing gloves when appropriate
- Student assignments/tasks will be collected by teachers and placed in an assigned location for a duration of time (*currently 24 hours per CDC*)

### Portable Classroom Handwashing

- Hand sanitizer and hand-cleaning wipes will be kept in all portables
- Supervisory staff will have all arriving students use hand sanitizer before entering the school or portables
- Teachers will provide students with a squirt of hand sanitizer after each mask break as they enter the classroom
- Students who need to clean hands will use a hand-cleaning wipe

## Care Room & Office Procedures

### **COVID-Like Symptoms**

- Students who present COVID-19 symptoms will go to our health room
- Health room nurse will wear a face shield, disposable gown and gloves
- Health Room nurse will contact the district nurse and follow district protocols until the student is picked up by family
- Parents of ill students will call the office before getting out of their cars 360-965-1900.
- The staff in the front office will give parents further instructions.
- Before leaving, the nurse will provide you with next steps.
- The health room will be cleaned and disinfected after each student leaves

#### **Covid 19 Symptoms: These symptoms can appear 2-14 days after exposure to the virus**

- Fever or Chills - Muscle or Body Aches - Nausea or Vomiting - Cough  
- Headache - Diarrhea - Shortness of Breath - Loss of Taste or Smell - Fatigue -Difficulty Breathing -  
Congestion or Runny Nose - Sore Throat

### **Attestation Form Waiting Room**

- Students waiting on verification of daily COVID attestation will be escorted to the designated waiting room across from the office
- The student will sit in a desk six feet apart from other students in the room until he/she is cleared for entry into class
- The desk will be cleaned after student leaves
- If a student who has not completed the weekly attestation arrives at school, parents will be contacted by office personnel
- No student will be allowed to go to class until the attestation has been completed. Students will be provided an indicator they are clear to be in the classroom.

## **Behavior Protocols**

### **Mask Refusal Protocol**

- If a student takes off their mask, teacher reminds him/her to put it back on
- If a student refuses to wear a mask, the teacher contacts the office
- A staff member will go to the classroom to get the student and escort to the Attestation Room where they will be socially distanced from others. Parents of the student will be called. If a student fails to comply, consequences will be given, up to and including being sent home.
- Kellogg-Marsh does not currently have any mask exemptions. If your child has a medical mask exemption

### **Other Student Behaviors**



- Students removed from the classroom will be escorted to another designated location or Ready Room temporarily. Students will be socially distanced while in these areas. This includes: students who try to run, students who try to remove other's masks or get too close to others, or display physical aggression *and* who do not respond to verbal redirection.
- Students will be returned to class when it is determined they are able follow school behavior expectations and safety procedures.
- Parents of the student will be called. If a student fails to comply, consequences will be given, up to and including being sent home.